

City of Lowell
Job Description
Please Post: July 19, 2016
Deadline: August 2, 2016
Water Utility
Head Filter Operator

Anticipated Vacancy

Job Title: Head Filter Operator (1300-11, 2295)
Department: Water Utility
Reports To: Plant Manager, Water Filtration Super., other designated personnel
Rate of Pay: \$24.8175/hr. (min) to \$27.8678 hr. (max); 40 hours /week
Union: MVEA Unit C

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direction and supervision of the Plant Manager, Water Filtration Super, and other designated personnel:

Responsible for the operation, lubrication and maintenance of electric water pumps in various locations of the Water Filtration Division; assists in the operation of the filtration plant including the examination, inspections, repair, operation and maintenance of filters, connections, gates, valves, recorders, indicators, etc; plans, assigns and supervises the work of filter operators, pump station operators, etc, and evaluates their work performance periodically; compiles records and analyzes data from laboratory work; provides copies to regulatory agencies required by law; makes routine control tests such as chlorine residuals, pH levels, turbidity, color, fluoride tests etc; keeps an inventory of chemicals and requisitions for supplies and materials as needed; reads, interprets, records and replaces charts as required; schedules employees for work shifts; records absences, overtime and vacation time.
Performs related duties as required.

SUPERVISORY RESPONSIBILITIES Directly supervises employees in the Water Utility. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE

Complete knowledge of the methods, materials, equipment and practices of water treatment; knowledge of the methods and techniques used in the operation and maintenance of water treatment facilities; knowledge of the methods and techniques used in order to properly handle variations in water quality and quantity; knowledge of the safety practices which should be observed in the operation and maintenance of a water treatment facility; knowledge of the sampling and laboratory test procedures; ability to interpret logs, gauges, and test results relative to treatment plant operations; ability to read, understand and apply federal, state and local regulations, rules and laws pertaining to the operation of a water treatment plant. Must have the ability to exercise independent judgment and discretion in carrying out work details and allocating work to subordinates. In addition, must have the ability to instruct and supervise skilled and unskilled workers.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a current and valid Water Treatment Plant Operator's Grade 3 or higher license issued from the Board of Certification of Operators of Water Treatment facilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and risk of radiation. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM:

Deadline ~August 2, 2016.

Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer